

SECRET

PROCEDURE FOR ISSUANCE OF WORK ORDERS

Contract No. _____
Task Order No. _____
Contractor _____

1. The purpose and intent of the Work Order type Task Order is to provide a quick reaction capability under which urgent work assignments of limited but important scope may be placed with and completed by the contractor within the shortest reasonable time and with a minimum of paperwork. To this end, the following procedure is prescribed:

A. The responsible requisitioning authority will provide AS/LB with the names of technical representatives (hereinafter referred to as tech reps) who are to be authorized to place Work Orders directly with the contractor. The number of persons designated as tech reps should be held to a minimum.

B. The Contracting Officer will forward to the contractor the first names only of those persons designated as tech reps.

C. Tech reps may then place Work Orders with the contractor either verbally or in writing, citing the Work Order No. issued by AS/LB. Each Work Order must fall within the general scope of the Task Order. Work Orders will be numbered consecutively. AS/LB will be responsible for issuing and controlling Work Order numbers. Confirming Work Orders issued after the fact by the Contracting Officer and any other paperwork pertaining to a Work Order, should refer to the Work Order number issued by AS/LB.

D. Contractor will proceed with the work. Contractor will then submit in writing a summarized statement of the work, delivery schedule, and cost proposal. The cost proposal must indicate an estimate of labor hours, labor costs, and material costs. The original and two copies of this statement will be mailed directly to the tech rep in accordance with the mailing instructions issued to the contractor. This statement will cite the appropriate Work Order number.

E. The tech rep will, upon receipt of the work statement and cost proposal from the contractor, fill out and forward to AS/LB an original and five copies of the Work Order together with one copy of the work statement and cost proposal. After review by AS/LB, the papers will be forwarded to the Contracting Officer⁽¹⁾. Contractors will not be required to submit a formal cost proposal for work estimated at less than \$100.00. However, the tech rep will obtain from the contractor a verbal estimate and will submit it on a buck slip attached to the Work Order. In preparing the Work Order the tech rep will supply the following information:

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1. Work Order number
2. Task Order number
3. Contract number
4. Effective date (date of oral or written authorization to proceed)
5. Security requirement (classified or unclassified)
6. Scope of work
7. Estimated completion or delivery date (firm date; not a period of time)
8. Consignee (if any)
9. Overtime premium (if any or if known)

F. The Contracting Officer will upon receipt of the Work Order from the tech rep resolve with the contractor any questions relative to cost, legal, or contractual matters. The Contracting Officer will type in the amount of estimated price. The Contracting Officer will then indicate on the Work Order the cost estimate agreed upon; mail it to the contractor; and distribute the copies remaining.

G. Ordinarily Work Orders issued under this procedure shall not exceed \$2,500 each. In special situations, however, this limitation may be exceeded with the prior approval of the Contracting Officer.

2. In accordance with paragraph A., you should notify this office of the name of the technical representative and his alternate who are authorized to utilize this procedure under any contract of this type now in force.

- (1) The tech rep should indicate in writing on the cost proposal his agreement or disagreement with the estimated cost. This information will be used by the Contracting Officer in resolving any questions relative to the cost or to the fee.

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